

MyClass Portal

Students Manual



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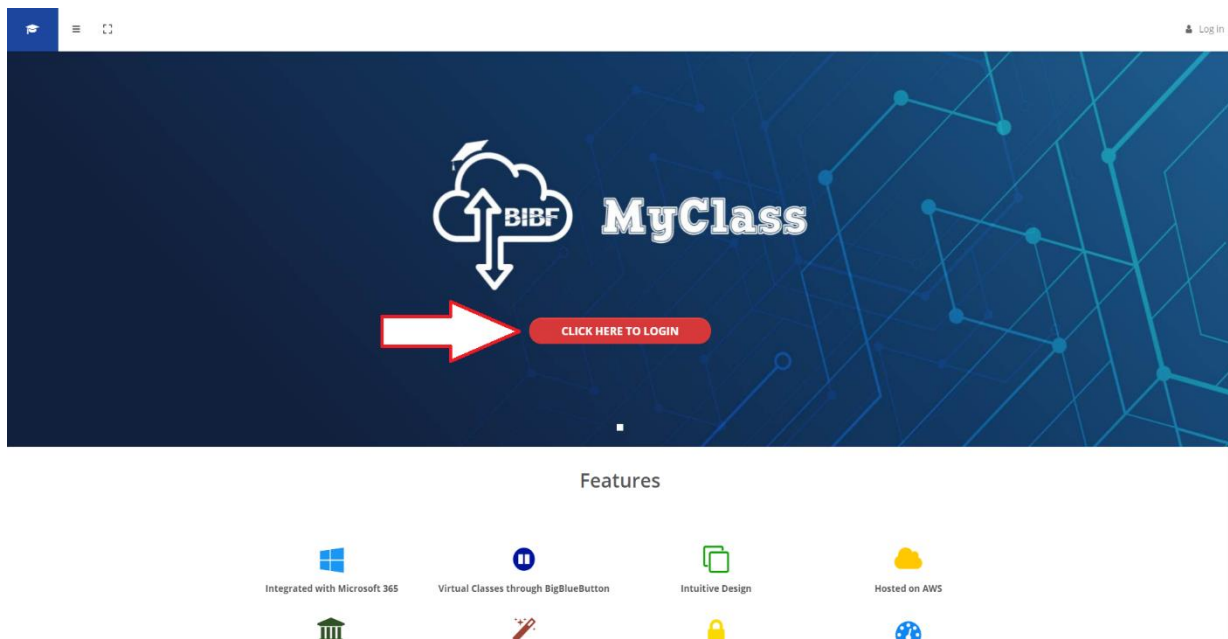
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Introduction

MyClass is an online course management system that faculty can use to post various types of online learning materials and to communicate with students. MyClass has several features considered typical of an e-learning platform, such as assignment submission, discussion forum and grading.

How to login?

- 1- Make sure that you have received your student email and password in order to login. Your initial password will be given to you by the registration department.
- 2- Open a web browser and access the URL: <https://myclass.bibf.com>.
- 3- Click on the login button at the main banner to be redirected to the login page.



First time here?
For Students/Part-Time Lecturers, please follow the steps below:

1. Visit [this link](#) to login to Office 365.
2. Input your provided username and password.
3. You will be asked to input a new password. Kindly ensure that the new password is alphanumeric, contains capital and small letters including special characters. The password should also not contain your name. You may be asked to answer some security questions during the login process which will allow you to reset your password in the future in case you forget it.
4. Login with your updated Office 365 credentials to the MyClass portal.

For further help, please refer to the MyClass Portal student guide available [here](#).

Please refer to the video tutorial below:

Disclaimer
All online material (files, presentations, lectures and videos etc.) featured on the BIBF MyClass eLearning portal are the property of the BIBF and cannot be edited or reproduced without a written permission from the organization.

You are not logged in.
[Home](#)

MyClass

Sign In

Username / email

Password

Remember username [Forgot Password?](#)

Log in

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- 4- If this is your first time visiting MyClass (you have never logged in before):
 - a. Visit [this link](#) to login to Office 365.
 - b. Input your provided username and password.
 - c. You will be asked to input a new password. Kindly ensure that the new password is alphanumeric, contains capital and small letters including special characters. The password should also not contain your name. You may be asked to answer some security questions during the login process which will allow you to reset your password in the future in case you forget it.
 - d. Login with your updated Office 365 credentials to the MyClass portal by filling the form and clicking on the “Log in” button.
- 5- If you are a returning visitor (you have logged in to MyClass before), then login with your credentials by filling the form and clicking on the “Log in” button

- 6- Click on the “Forgot Password?” link if you have forgotten your password and you need to reset it.

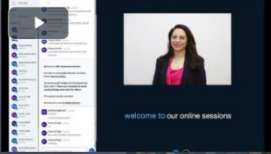
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Sign In

 Remember username [Forgot Password?](#)

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Access Courses

- 1- To access your courses, at the dashboard page, find the “Course overview” block. Click on the course box to access it.

The screenshot displays the MyClass dashboard interface. On the left, a navigation menu includes 'MyClass', 'Dashboard', 'Site home', and 'Calendar'. The main content area is divided into three sections: 'Starred courses' (empty), 'Course overview', and 'Recently accessed courses'. The 'Course overview' section features a dropdown menu set to 'All (except removed from view)', a search field, and a view selector set to 'Card'. Two course cards are visible: 'Demo Meeting' and 'Introduction to Accounting'. A red arrow points to the 'Introduction to Accounting' card. The right sidebar contains 'Latest announcements', 'Analytics Dashboard', 'Calendar' (showing October 2020), and 'Microsoft' services.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Slides & Handouts

- 1- To access the course slides & handouts, navigate to the files section, then click on the file name to view/download it.

The screenshot shows the MyClass interface for the course 'Introduction to Accounting'. The left sidebar contains navigation options: Acc, Participants, Grades, General, Lectures, Live Session, Assignments, Course Evaluation Templates, Dashboard, Site home, and Calendar. The main content area has a 'General' banner with a building image and two buttons: 'Announcements' and 'Social forum'. Below this is a 'Lectures' section with a list of items: 'Week 9 Lecture', 'Week 8 Lecture', 'Quiz 1', 'Accounting 1 Session', 'Accounting 2 session', and 'Final Assignment'. A red arrow points to 'Week 9 Lecture'. The top right shows 'Recent' and 'Demo Student'.

- 2- To view/download folder files, click on the file name. Click on the folder name to view all the files in the folder.

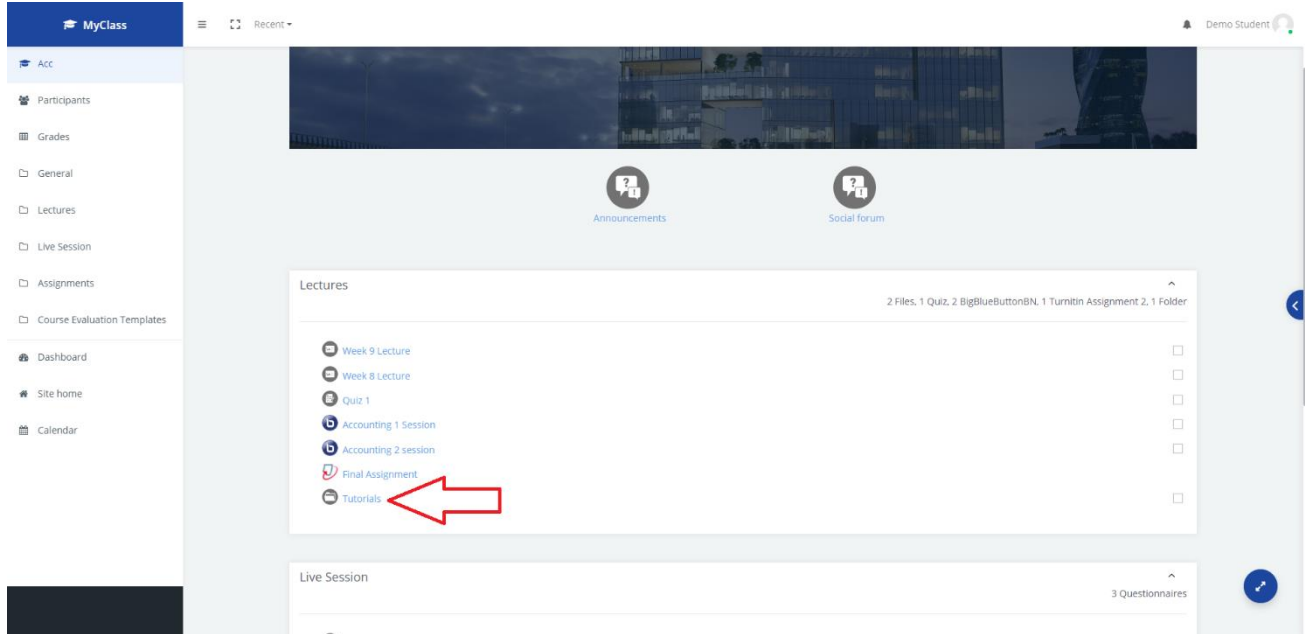
This screenshot is similar to the first one, showing the MyClass interface for 'Introduction to Accounting'. The 'Lectures' section now includes an additional item, 'Tutorials', at the bottom of the list. A red arrow points to 'Tutorials'. The top right corner now shows '2 Files, 1 Quiz, 2 BigBlueButtonBN, 1 Turnitin Assignment 2, 1 Folder'.

3- To view/download single folder files, click on the file name. To view/download all the folder files, click on the “Download folder” button.

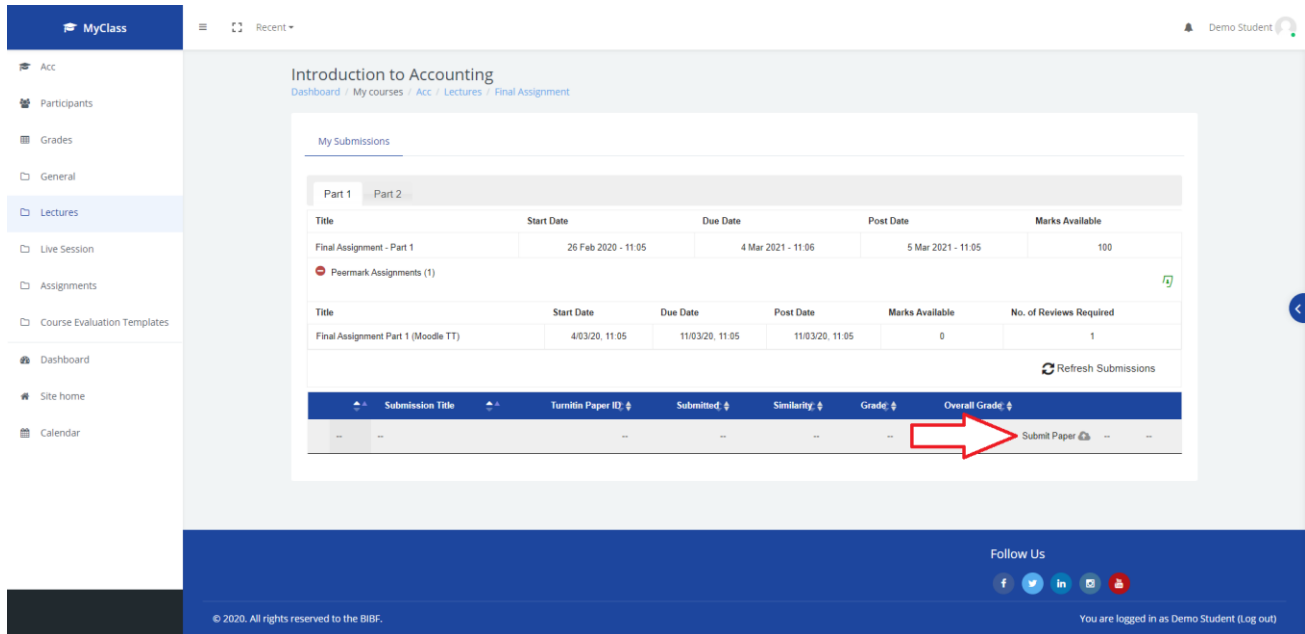
The screenshot shows a web interface for a course titled "Introduction to Accounting". The breadcrumb trail is "Dashboard / My courses / Acc / Lectures / Tutorials". The main content area displays a folder named "Tutorials" containing two files: "Tutorial 1.pdf" and "Tutorial 2.pdf". Below the files is a "Download folder" button. Red arrows point to the file names and the "Download folder" button. The interface also includes a sidebar with "Course Overview", "General", and "Lectures" sections, and a footer with social media links and a login status.

Uploading Assignment Files

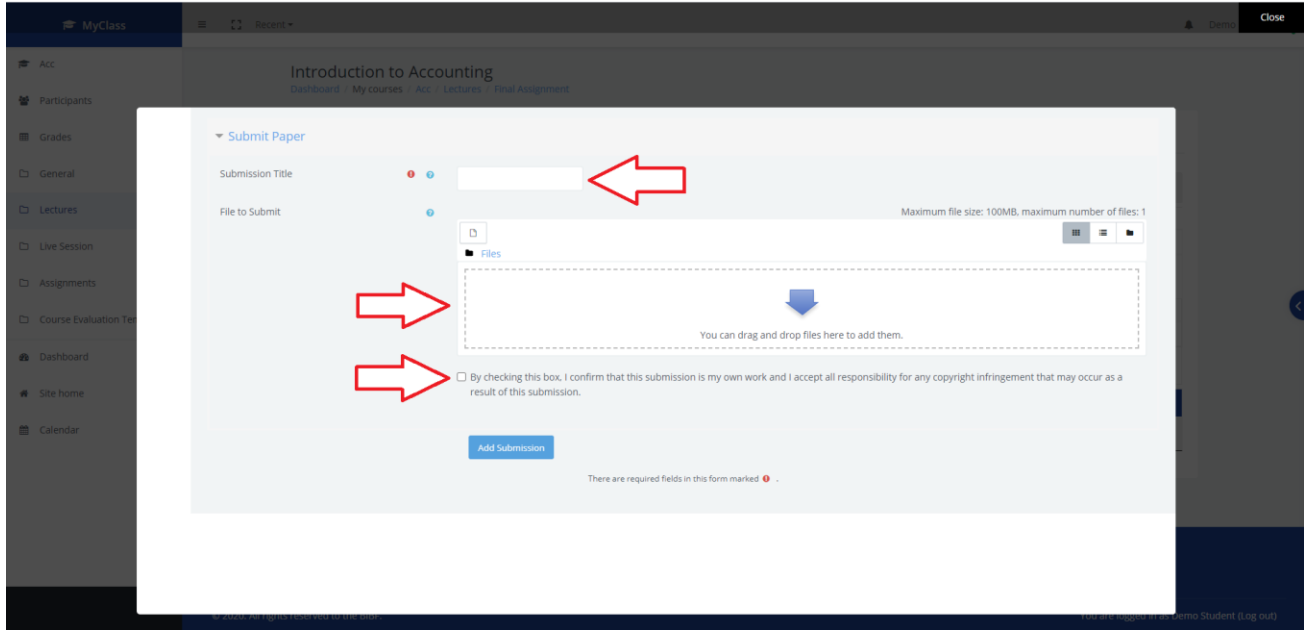
1- To access an assignment, click on the assignment name.



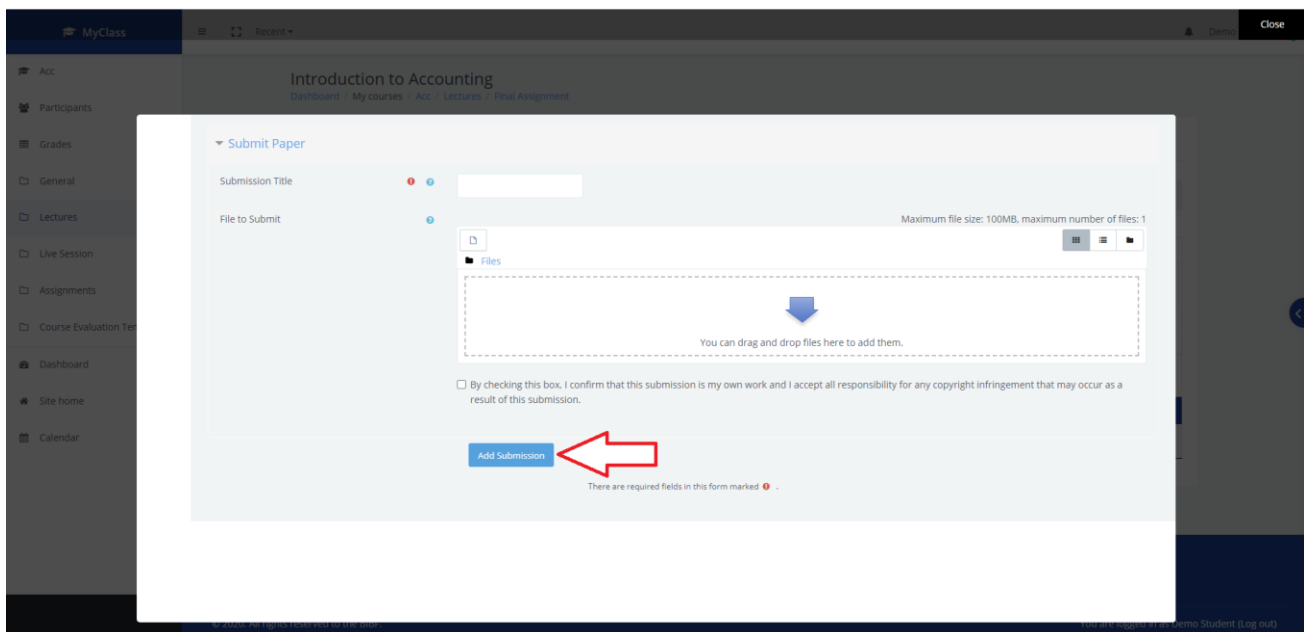
2- At the assignment details page, click on the “Submit Paper” link.



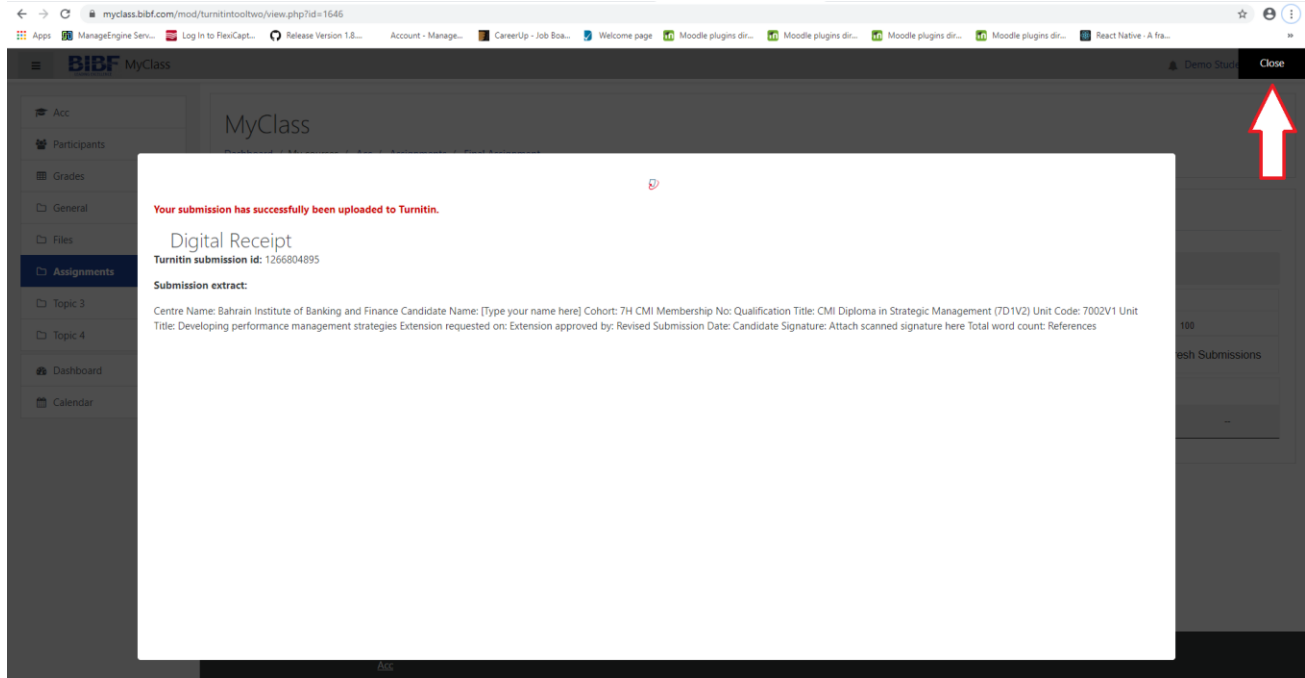
- 3- Put a title for the submission file in the “Submission Title” box. Next, drag and drop the assignment file in the “File to Submit” area. Finally check the legal statement box.



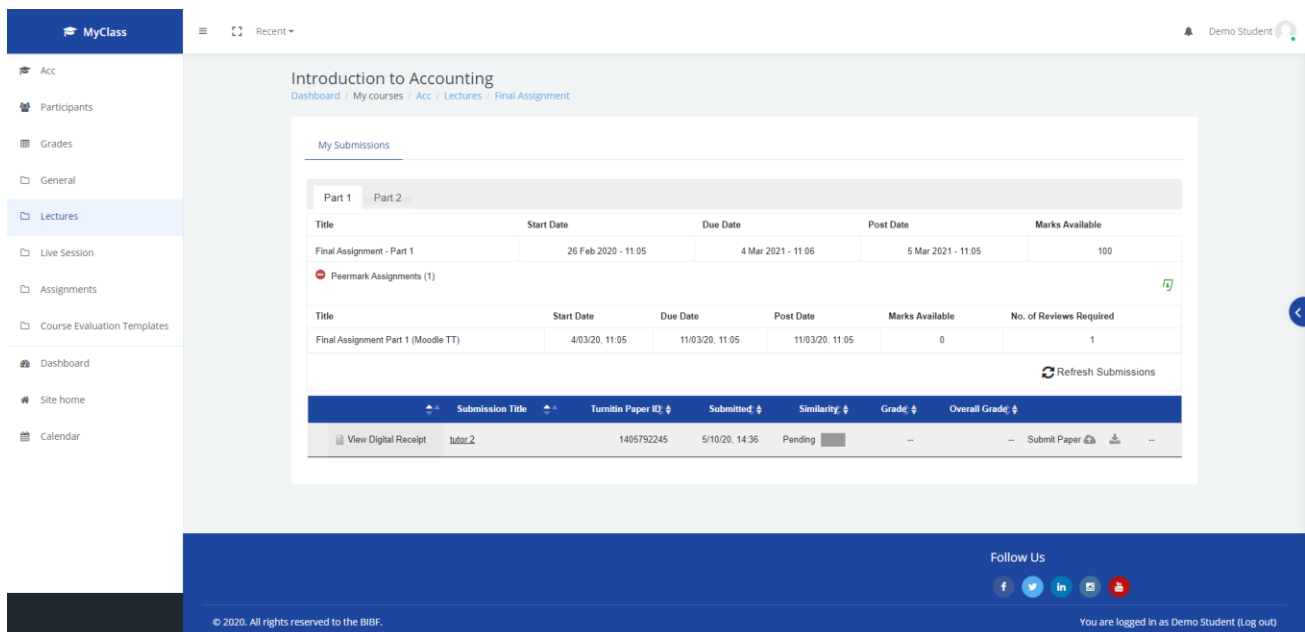
- 4- Once done, click on the “Add Submission” button.



- 5- Once the submitted file is uploaded, you will get a digital receipt acknowledging the submission. Click on the “Close” button on the top right corner.

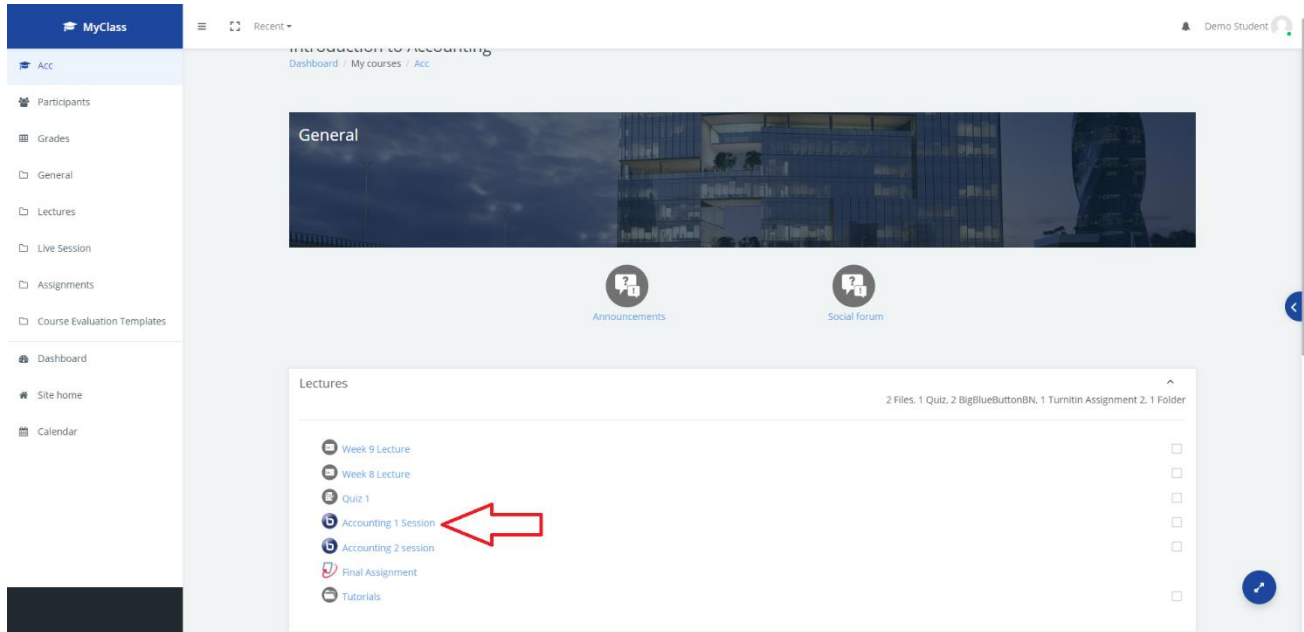


- 6- Finally, you will be redirected to the assignment details page where you will be to view your submission details.

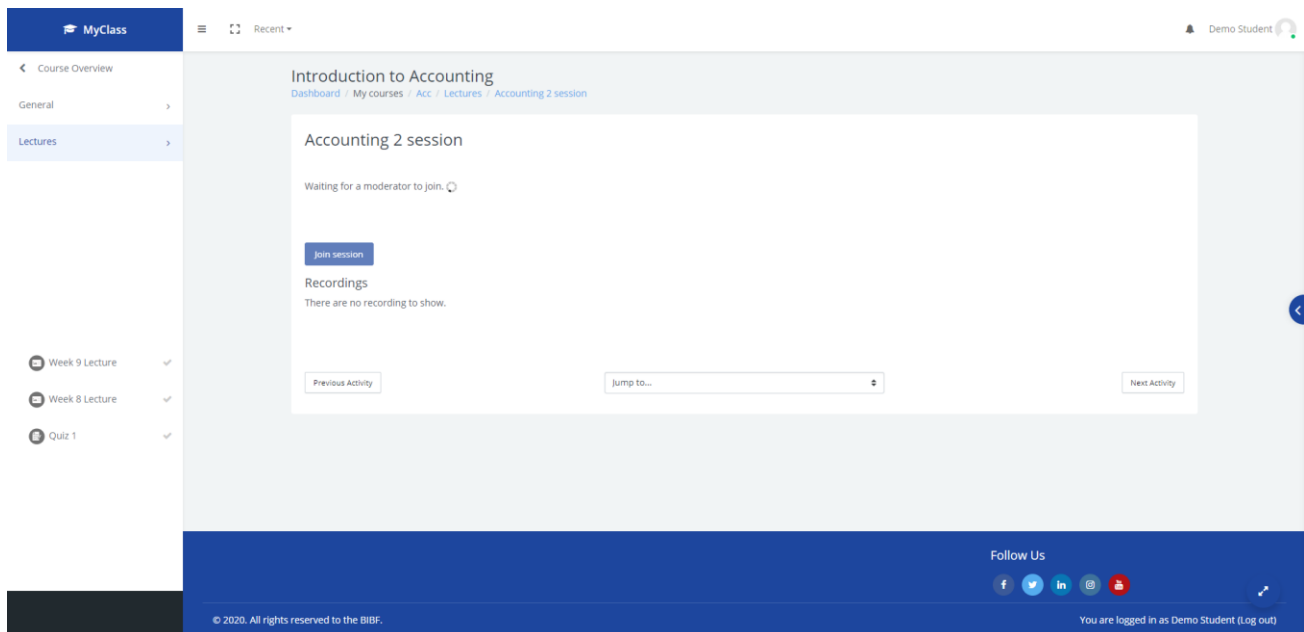


Virtual Classroom: Join a Live Virtual Classroom

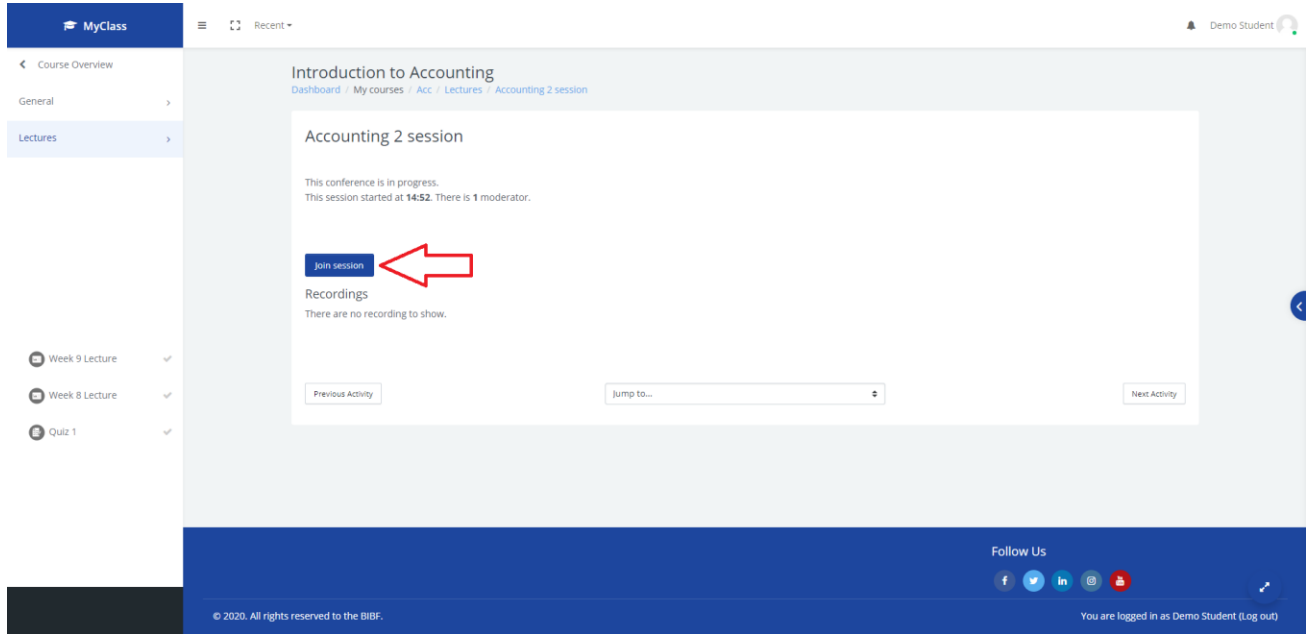
1- To access a virtual classroom, click on the session name.



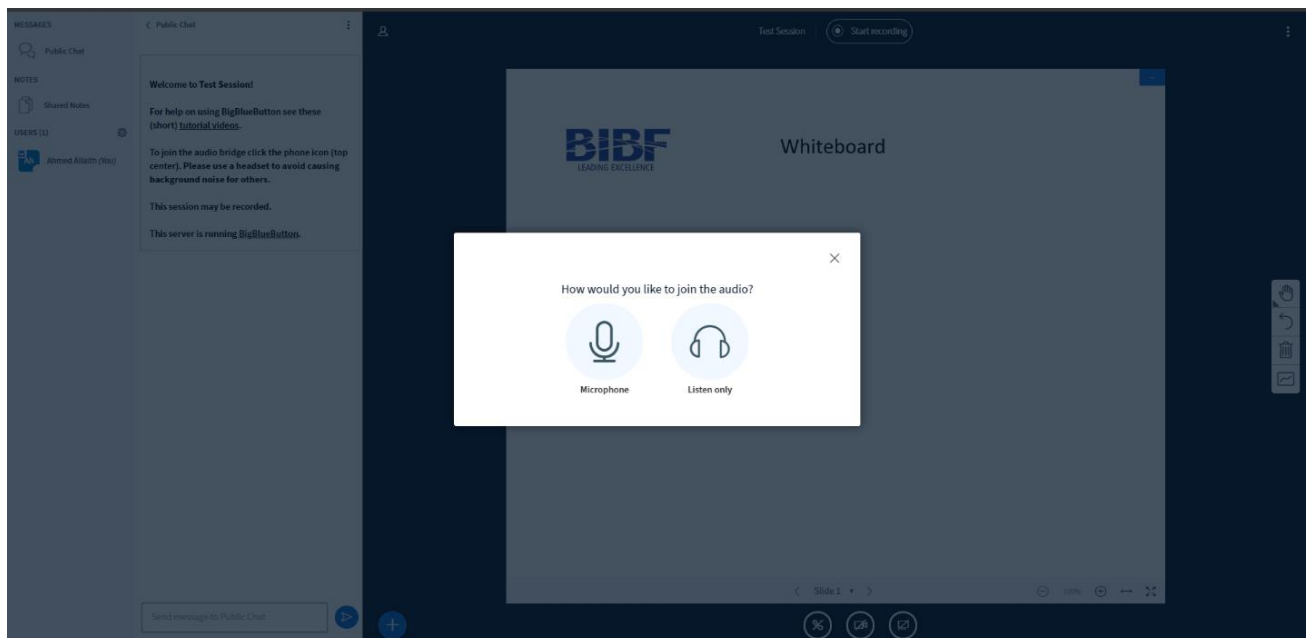
2- If the instructor has not joined the virtual classroom, then you will have to wait until the instructor joins the session.



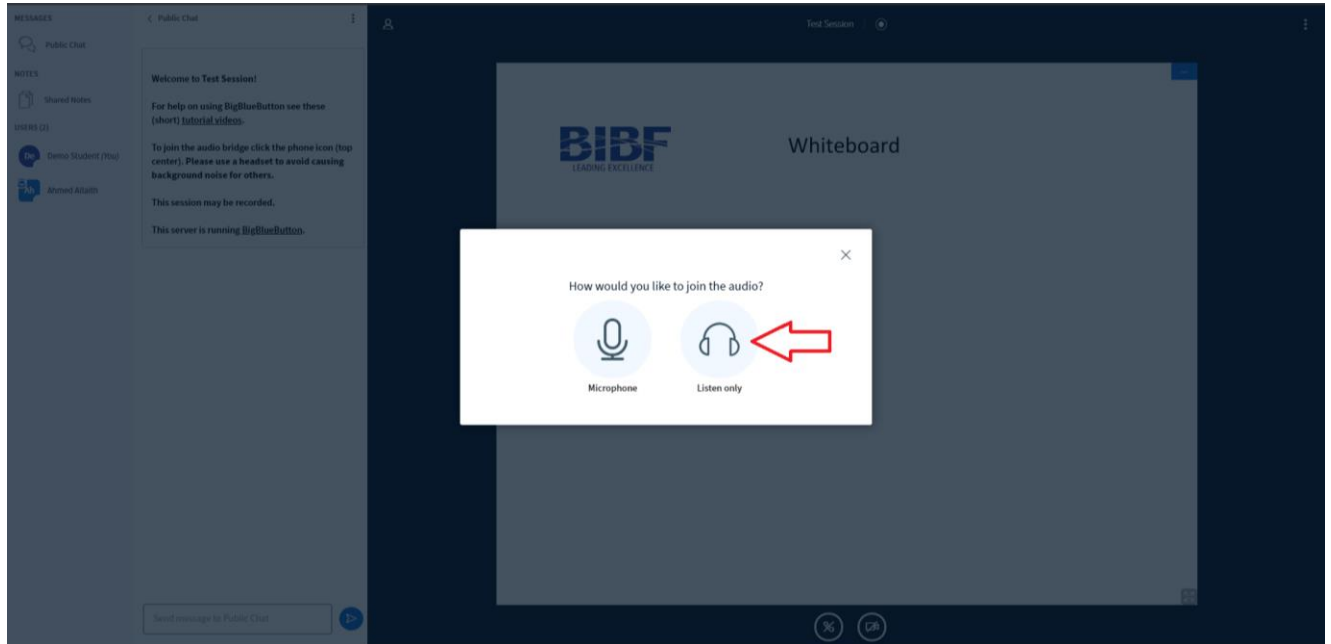
- 3- Once the instructor has joined the virtual classroom session, then click on the “Join session” button.



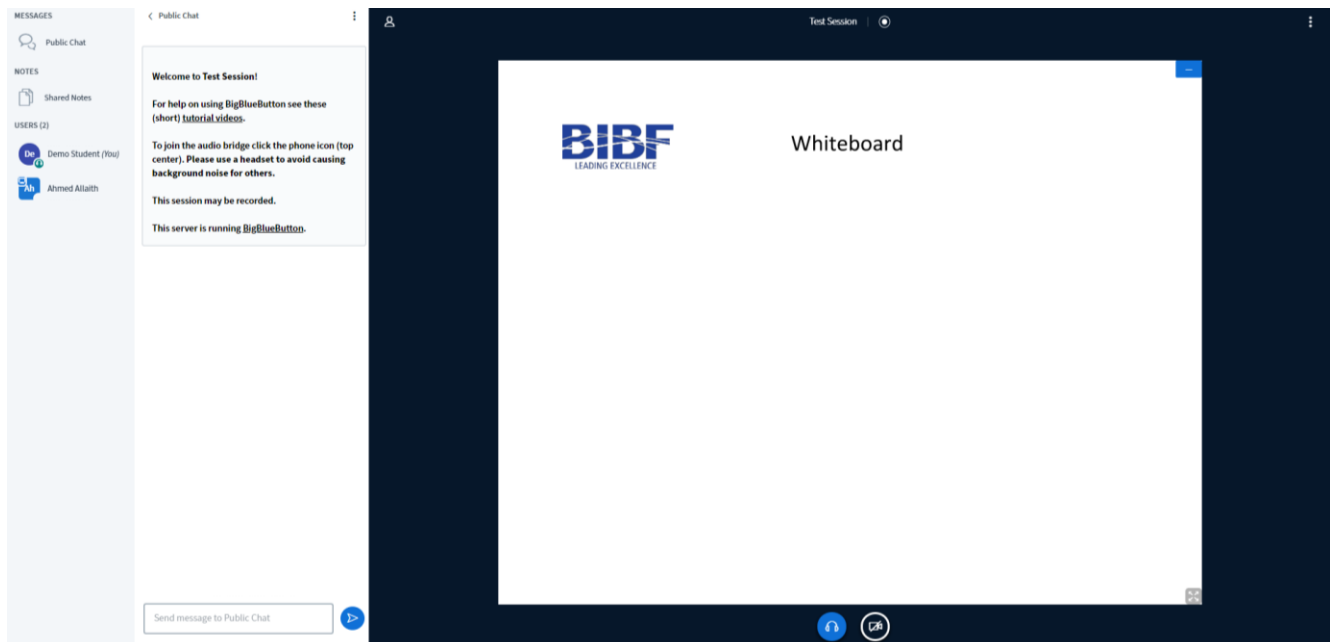
- 4- A new browser tab will open for the virtual classroom.



- 5- As a student, click on the “Listen Only” icon. You can choose the microphone option if the course instructor ask you to do so.

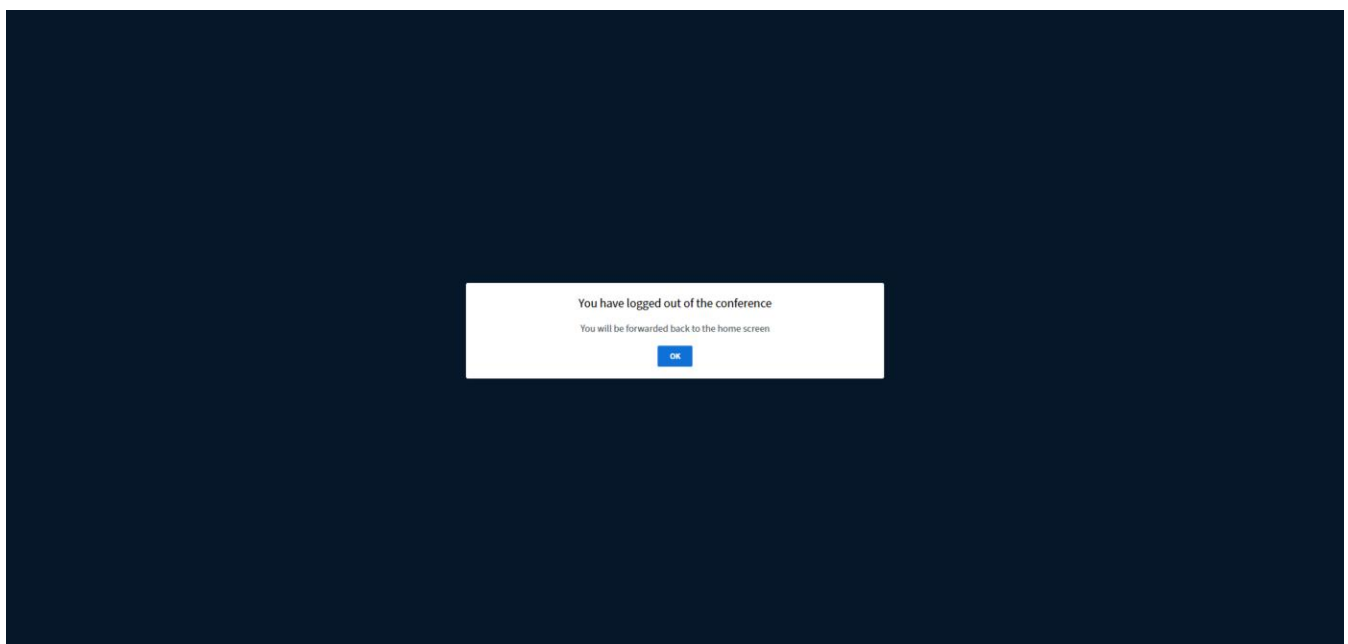
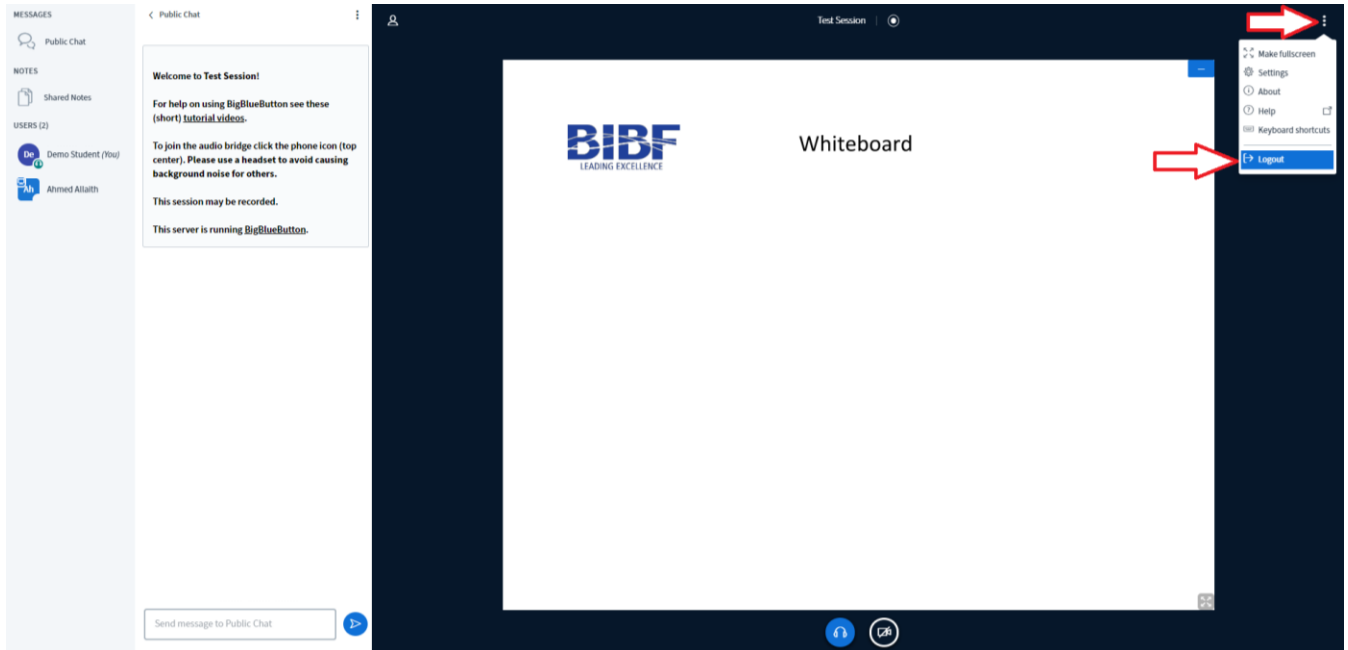


- 6- You have now joined the live virtual classroom session.



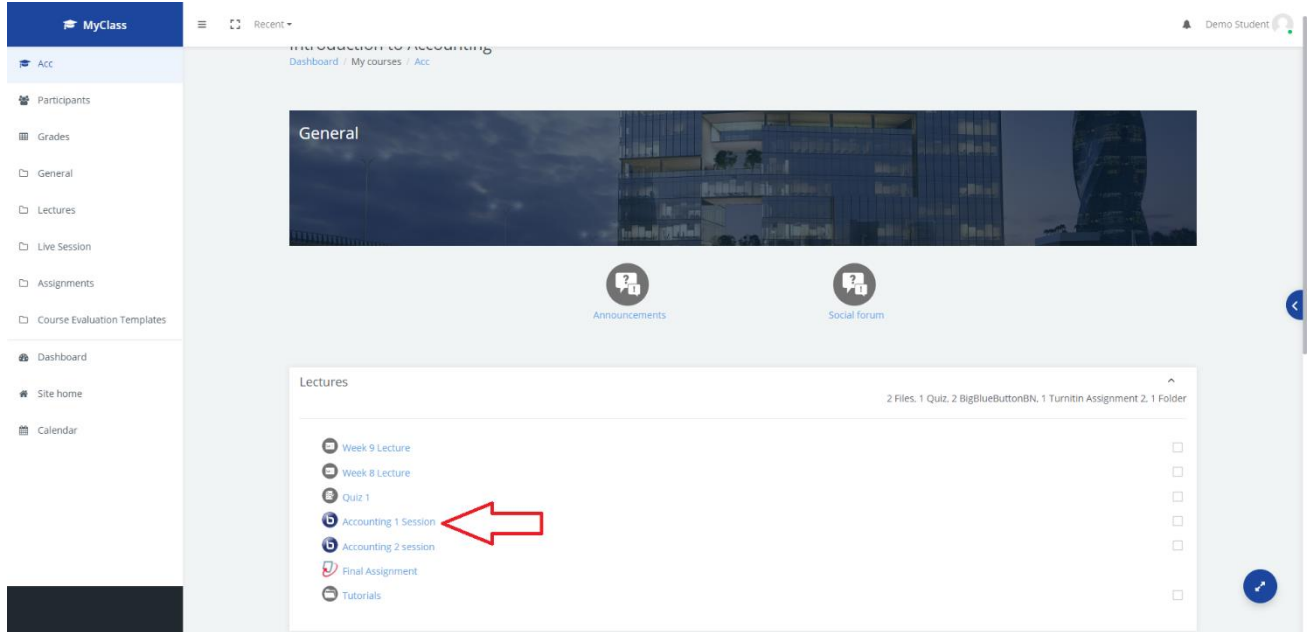
Virtual Classroom: Logout from a Live Virtual Classroom

- 1- At the top right corner, click on the “Options” icon. At the sub-menu, click on the “Logout” option. You will be logged out from the session and a pop-up box will appear to confirm this. Click on “OK” to close the tab.

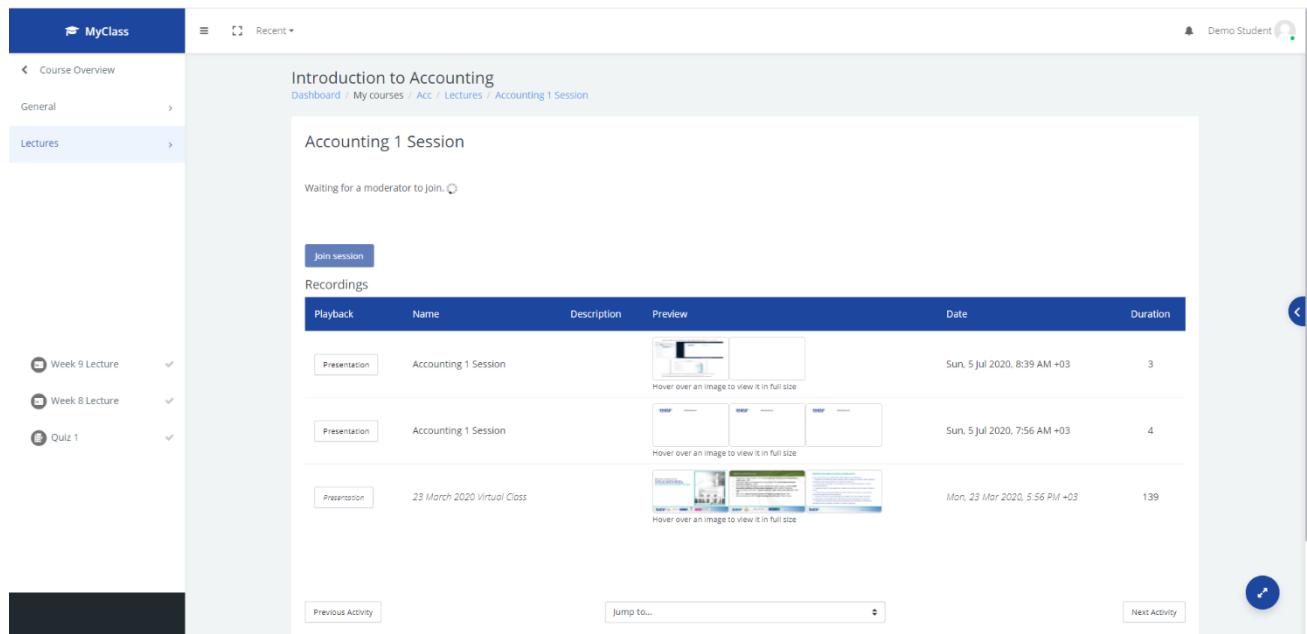


Virtual Classroom: Access a Recorded Session

1- To access a virtual classroom, click on the session name.



2- If the instructor has published a recording, then you will find the recording at the session page.



3- Click on the “presentation” box on the left side of the recording details to access it.

The screenshot shows a 'MyClass' interface for 'Introduction to Accounting'. The left sidebar has 'Lectures' selected. The main content area shows 'Accounting 1 Session' with a 'Join session' button and a 'Recordings' table. A red arrow points to the 'Presentation' button in the first row of the table.

Playback	Name	Description	Preview	Date	Duration
Presentation	Accounting 1 Session			Sun, 5 Jul 2020, 8:39 AM +03	3
Presentation	Accounting 1 Session			Sun, 5 Jul 2020, 7:56 AM +03	4
Presentation	23 March 2020 Virtual Class			Mon, 23 Mar 2020, 5:56 PM +03	139

4- The recording will be opened in a new browser tab. Click the play button at the bottom to play it.

The screenshot shows a 'Test Session' interface with a 'Whiteboard' area. The whiteboard contains the BIBF logo and a red dot. A red arrow points to the play button in the video player at the bottom left.

Whiteboard

Recorded with BigBlueButton

00:05